



STREETS, LIGHTING & STORMWATER SUPERINTENDENT

Job Code: 4031

EEO Class Code: Official / Administrators

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o017

NATURE OF WORK

This is responsible, technical and administrative work in the planning, directing and controlling of the construction, maintenance, and repair of streets, streetlights and stormwater systems. This would include curbs and gutters, street lights, sidewalks, bridges, and seawalls, and the maintenance of storm sewer appurtenances. The employee in this classification is responsible for the assignment, direction, and supervision of all the subordinates assigned to the Streets, Street Lights & Stormwater Division engaged in the above activities. Work involves determining the maintenance and repair needs for the City's transportation, streetlighting and stormwater drainage. These needs are translated into work schedules, material orders and crew assignments. Incumbent visits work sites regularly to insure that proper resources are being applied and that work is being accomplished properly. An employee in this classification is involved in budget preparation, needs analysis, employee evaluation and administration. An employee in this classification exercises considerable independent judgment in determining work crew assignments, tool, equipment and materials needs, and in determining work sequence priorities. Work is reviewed by administrative superior by observing work in progress, reviewing reports, and by inspection of completed projects.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, organizes, directs, inspects, and evaluates work of subordinates and private contractors assigned to the construction and maintenance of streets, curbs, gutters, sidewalks, street lights, bridges, and seawalls and/or the maintenance of storm sewer appurtenances such as catchbasins, outfalls, trenches, wells and underground infrastructure
- Assists in developing plans and procedures for responding to complaints and emergencies; may personally respond to such calls
- Makes field inspections regularly to provide direction to work crews to insure that ample personnel, tools, and materials are available; and to insure that work is being properly accomplished and according to schedule
- Reports to administrative superior to report on project status and progress; prepares and submits written reports as required; reviews progress reports of division activities and employee personnel related documents
- Administers the provisions of the City's Work Rules and applicable Collective Bargaining Agreements in matters requiring disciplinary action and participates in the adjustment of grievances
- Plans and recommends the purchase of new equipment; keeps informed of the latest developments in streets and street lighting construction and maintenance equipment
- Investigates work related accidents and submits injury reports; confers with City Safety Officer.
- Confers with other governmental agency representatives
- Plans and administers training and safety measures to reduce and control absenteeism and on-the-job injuries
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the methods, practices, and procedures of street, sidewalk, curb and gutter, street lighting, bridge, seawall construction, and stormwater maintenance, and repair.
- Thorough knowledge of labor, materials, and equipment operations and techniques, as well as the costs

thereof, related to maintenance and construction of the above

- Thorough knowledge of the hazards and proper safety precautions pertaining to the repair, maintenance, and construction of streets, curbs and gutters, sidewalks, bridges, seawalls, stormwater systems and the installation and maintenance of street lights
- Considerable knowledge of recent developments in the field of streets and street lighting, and the ability to apply new developments to the City's program
- Considerable knowledge of the City Work Rules and collective bargaining agreements, and the ability to identify and resolve grievances
- Considerable knowledge of sound methods of management, administration, and effective supervisory techniques, as related to the City's streets and street lighting operations and the ability to supervise subordinates in a manner conducive to full performance and high morale
- Knowledge of City and County building codes and ordinances
- Ability to plan, organize, direct, and control complex and large scale operations, involving unskilled, semi-skilled, skilled, and supervisory personnel
- Ability to read, understand, and interpret plans and specifications pertaining to municipal public works construction projects
- Ability to present information effectively, both verbally and in writing
- Ability to establish and maintain effective working relationships with City officials, officials of other agencies, subordinate employees, other employees, and the general public
- Ability to assist supervisory personnel and other subordinates in maintaining good relations with the public by exercising a high degree of tact and diplomacy

MINIMUM REQUIREMENTS

- An Associate of Science Degree in Civil Engineering from an accredited College, University, Community College or Vocational College
- Five (5) years supervisory experience in the construction, maintenance, repair of streets and sidewalks, maintenance of streetlight systems and stormwater infrastructure. Experience must include planning and scheduling multiple projects and the preparing of reports, reading plans and specifications. Must be able to prepare and supervise budgets and to estimate and monitor expenditures
- **DESIRE:** Possession of a Miami-Dade County Contractor's License

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, telephone, e-mail or fax.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to computers, computer software, calculator, copier, and fax machine
- Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

SUPERVISION RECEIVED

- General and specific assignments are received from the Department Director or Assistant Department Director. However, for the most part, work is performed independently and is subject to review by observing work in progress, reviewing reports, by inspection of completed projects, and conferences

SUPERVISION EXERCISED

- The incumbent plans, schedules, evaluates, and is held responsible for the work of supervisory, trades, skilled, semi-skilled, and unskilled subordinate personnel